

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

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SECRETARY OF THE SENATE
PUBLIC RECORDS
2019 SEP -9 PM 2:05

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)
Cooperative for Assistance & Relief Everywhere, Inc (CARE)

Private Sponsor(s) (list all): _____

August 10 - August 16, 2019

Travel date(s): _____

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input checked="" type="checkbox"/> Actual Amount	Commercial coach flight: \$2,172.28 Chartered Flight: \$429 Vehicles: \$443 TOTAL: \$3,044.28	Kampala Serena: \$152 Lake Victoria Serena(x3): \$165 Arua: \$69 TOTAL: \$971.00	8/12: \$130 8/13: \$50 8/14: \$126 8/15: part of lodging TOTAL: \$306	Interpreter: \$71 Security: \$762 Visa: \$150 Insurance: \$81 TOTAL: \$1,064

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate <input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Please refer to Please reference addendum A which details final agenda and addendum B,

which details changes made to the pre-trip agenda.

09/09/19

(Date)

Michael Callesen

(Printed name of traveler)

Michael Callesen

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

09/09/2019

(Date)

(Signature of Supervising Senator/Officer)

Addendum A

AGENDA: CARE Learning Tour to Uganda, August 10 – 16, 2019

Saturday, August 10

Travel Day

10:55am Depart U.S. for Kampala, Uganda (EK #232)

Sunday, August 11

Entebbe, Uganda

Travel Day

Overnight: Lake Victoria Serena Golf Resort & Spa – Kampala, Uganda

Monday, August 12

Kampala, Uganda

Breakfast on own

12:55am Delegation arrives in Entebbe, Uganda (ET #338)

1:30-2:00am Transfer to hotel

7:30-8:00am Transfer to tour

8:00-9:10am Tour of Ugandan Wildlife Education Center to learn about environmental protection and wildlife conservation efforts in Uganda and discuss the impact environmental degradation has on Uganda's economy

9:10-9:30am Transfer to hotel

9:30-10:00am Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another10:00-11:30am Scene-Setter Dinner Briefing with INGO experts to gain social, political and historical context for stability-building and refugee integration as well as food and economic security in Uganda

11:30-12:15pm Transfer to lunch

12:15-1:45pm Lunch Briefing with the U.S. Mission to understand the U.S. government's priorities and development investments in Uganda, particularly related to food and nutrition security, stability building and refugee support

1:45-2:15pm Transfer to Site Visit 1

2:15-4:00pm Site Visit 1: Tour Refuge and Hope International Center to learn about services for urban refugees and discuss regional patterns of refugee movement and instability

CARE

4:00-4:30pm	Transfer to Kampala Serena Hotel
4:30-5:30pm	Downtime to shower and change
5:30-6:00pm	Transfer to U.S. Ambassador Reception
6:00-7:30pm	<u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security, refugee response, building stability, and development assistance in Uganda
7:30-8:15pm	Transfer to hotel

Overnight: Lake Victoria Serena Golf Resort & Spa – Kampala, Uganda

Tuesday, August 13

Yumbe District, Uganda

7:00-7:30am	Transfer to airport
7:30-9:00am	<u>Plane Discussion</u> on the history and demographics of Bidibidi refugee settlement as well as the challenges and tensions within the settlement among ethnic groups and between the refugee population and host communities <i>Note: Transfer from Kampala to Moyo; Breakfast provided on airplane</i>
9:00-11:00am	Transfer to Bidibidi refugee settlement
11:00-11:30am	<u>Meeting at Basecamp</u> to receive an overview of Bidibidi refugee settlement from Office of the Prime Minister and UNHCR
11:30-11:45am	Transfer to site visit 1
11:45-1:45pm	<u>Site Visit 1: Visit Women, Adolescents, and Youth (WAY) program</u> to learn about how gender-based violence services, savings and loans groups and a mentorship program are integrated to ensure a comprehensive response to the needs of women and girl refugees
1:45-2:30pm	Transfer to site visit 2 <i>Note: Lunch in vehicles.</i>
2:30-4:00pm	<u>Site Visit 2: Visit Women's Leadership, Empowerment, Access and Protection (LEAP) project</u> to observe community outreach and empowerment activities building cohesion and peace among conflicting refugee populations in the settlement
4:00-5:30pm	Transfer to Moyo
5:30-6:00pm	Plane transfer from Moyo to Arua

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6:00-6:30pm

Transfer to hotel

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Overnight: Golden Courts Hotel - Arua, Uganda

Arua, Uganda

8:00-9:30am	Transfer to site visit 1
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9:45-11:15am Site Visit 1: Visit Cash Assistance Distribution and Market Development project to observe a distribution, learn about different modalities of food assistance, and understand how cash assistance impacts local markets and builds stability between refugee and host populations.

11:15-12:45pm	Transfer to lunch
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12:45-1:45pm Lunch with Youth Leadership for Agriculture program participants to discuss the intersection of strengthening agricultural value chains, economically empowering youth, and building stable communities in Uganda

1:45-2:30pm Transfer to site visit 2

2:30-3:30pm Site Visit 2: Visit Alur Highlands Coffee Alliance (AHCA) Program to visit a farmer field school and learn about how training increases farmer yields and builds economic stability and stronger nutrition outcomes for Ugandans

3:30-4:30pm Transfer to Arua

4:30-6:00pm Plane briefing on the impact of climate variability and shocks on short and long-term food security and nutrition outcomes in Uganda and throughout the region, particularly for small-scale farmers and refugee populations
Note: Transfer from Arua to Kampala

6:00-6:30pm Transfer to hotel

6:30-8:00pm Closing Dinner to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security, peacebuilding and development

Overnight: Lake Victoria Golf Resort and Spa – Kampala, Uganda

CARE

Thursday, August 15

Kampala, Uganda – Travel Day

8:00-9:00am	Transfer to meeting
9:00-10:30am	<u>Meeting with the Prime Minister of Uganda</u> to learn about the development priorities of the Ugandan government, particularly with regard to support for refugee populations and promoting food and nutrition security throughout the country
10:30-11:15am	Transfer to Lake View Serena
11:15-2:15pm	Downtime to change clothes and final packing
2:15-3:00pm	Transfer to airport
4:20pm	Delegation departs for U.S. (EK #730) <i>Note: Official CARE Learning Tour concludes</i>

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Addendum B

Please see below for details explaining changes that were made to the trip agenda after a draft agenda was submitted to the Committee prior to the trip.

Arrival: Due to a delayed departure from Washington, DC, the delegation unfortunately missed their connecting flight in Dubai on Sunday, August 11th requiring them to take a later flight out of Dubai the evening of Sunday, August 11th. The delegation therefore arrived in Entebbe at 12:55am on Monday, August 12th rather than the previously scheduled arrival time of 1:50pm on Sunday, August 11th. To accommodate this change, we shifted the items previously scheduled for the evening of Sunday, August 11th to occur the morning of August 12, 2019.

Government Meeting: The President was unable to meet with the delegation, however the Prime Minister was able to confirm a meeting with the group for Thursday, August 15th. To accommodate the Prime Minister's availability, we pushed the closing brunch scheduled for August 15th to be a closing dinner the evening before and added a tour of the Ugandan Wildlife Education Center to fill the agenda for Monday, August 12th.

Field Schedule for August 12th: To ensure we would have robust time at each site visit while remaining on schedule on August 12th, we removed the previously proposed "Site Visit 2: Visit Integrated Nutrition program" from the agenda and added 30 minutes additional time to the first and last site visits on that day.



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

July 8, 2019

Senate Select Committee on Ethics
220 Hart Senate Office Building
Washington, DC 20510

RE: CARE Learning Tour to Uganda (August 10 – August 16, 2019)

To Whom It May Concern:

Over the past ten years, the CARE Learning Tours program has provided policymakers and influential opinion leaders the unique opportunity to see firsthand the impact of U.S. foreign assistance investments on health and development worldwide. CARE has engaged members of Congress and key staff from both political parties as well as influential opinion leaders on these Learning Tours.

On this CARE Learning Tour, we will be sponsoring a trip to Uganda, which will include members and Congressional staff of the Senate and House of Representatives. This trip has been funded with the assistance of grants provided to CARE by the Bill & Melinda Gates Foundation and Humanity United, each with the purpose of raising awareness about the importance of U.S. investments in confronting global poverty. A portion of the activities funded by these grants include Congressional travel, and CARE is using some of the grant funds to support this specific trip. The Bill & Melinda Gates Foundation and Humanity United did not play a role in organizing the trip and have not been involved in the selection or invitation of travel participants. This funding had not been earmarked for this specific trip as stated in Item 7 on the Private Sponsor Travel Certification Form.

We are committed to ensuring adherence to all Ethics Committee rules and regulations. For further information about CARE's advocacy and lobbying structure, please see the attached description. If you have any questions, please feel free to contact me at (202) 569-7027.

Sincerely,

Rachel Hall
Director, Learning Tours
CARE USA

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CARE established CARE Action Now in October, 2007 as a related but separately incorporated 501(c)(4) organization. Served by a mostly independent Board of Directors, CARE Action Now undertakes a variety of programs and activities in furtherance the organizations' comparable missions, most notably directly influencing policymakers through public awareness campaigns, briefings, reports, meetings, testimony and other areas based on CARE's experience of working with poor people around the world over more than 60 years. The two organizations share facilities and resources, allocating the costs between them based upon use, as is common in the nonprofit sector. CARE provides periodic funding to CARE Action Now using a written grant mechanism to support the range of its advocacy and lobbying activities. CARE Action Now is increasingly raising funds independent of CARE. This is a common structure for related nonprofit organizations, where a 501(c)(3) organization uses some of its limited funding on lobbying to support a related 501(c)(4) rather than doing the lobbying directly itself.

This relationship which is consistent with customary practice leads us to conclude that CARE has properly completed this form, including that it does not employ or retain lobbyists. However, we include this additional information in the interests of full transparency so that the committee may make this determination for itself.

BILL & MELINDA
GATES *foundation*

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Suite 200 East
Washington, DC 20005, USA
V +1.202.662.8130
F +1.202.220.6799
www.gatesfoundation.org

July 8, 2019

U.S. Senate
Select Committee on Ethics
220 Hart Senate Office Building
Washington, DC 20510

To Whom It May Concern:

This letter is submitted in response to your request regarding a learning tour to Uganda beginning August 10 – August 16, 2019. The foundation made a grant to CARE USA on January 5, 2017 to fund various activities, including congressional tours to provide learning opportunities on U.S. foreign assistance programs.

I send this to confirm that the Bill & Melinda Gates Foundation is aware of this project and provided support, through the assistance of grant funding, to CARE USA for the purpose of providing members of Congress, congressional staff, other key decision-makers and influential individuals with the personal experience and knowledge of U.S. Government programs in the developing world and to provide follow-on information to tour participants, selecting countries that have a broad array of U.S. Government development projects.

However, the foundation did not play a significant role in the project, or in organizing the related trip, and has not been involved in the selection or invitation of travel participants. Decisions regarding travel participants have been controlled by and under the sole discretion of CARE USA. Foundation funding has not been directly or indirectly earmarked to finance any aspect of this trip and, as defined in the grant agreement, grant funds, may not be earmarked for activities that are considered lobbying under the tax law provisions governing private foundations. Furthermore, the Bill & Melinda Gates Foundation does not retain or employ a registered federal lobbyist or foreign agent.

If I can provide any additional information, please contact me at patrick.murray@gatesfoundation.org or 1(202) 662-8130.

Sincerely,



Patrick Murray
Senior Program Officer
Bill & Melinda Gates Foundation

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Joel Beck-Coon
General Counsel & Secretary

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors):
The Bill & Melinda Gates Foundation and Humanity United
2. Description of the trip: To showcase the positive reach and scope of U.S. investments in programs that support stability and food and nutrition security in the region.
3. Dates of travel: August 10 - August 16, 2019
4. Place of travel: Kampala, Uganda and West Nile, Uganda.
5. Name and title of Senate invitees: Please see Addendum A.
6. I *certify* that the trip fits one of the following categories:
☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

CARE is host to the delegation and is responsible for logistics, content of the trip and post-trip follow-up
and CARE is the sole sponsor of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

CARE is a leading humanitarian organization focused on combating global poverty.

In line with CARE's mission to combat poverty by promoting stability and food security,

this trip was organized to show how US investments support food security and peace in Uganda

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

CARE hosts Congressional trips as an educational opportunity to see development work firsthand.

Since 2009, we have hosted more than thirty trips with members of Congress and their staff.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

CARE US implements development programming worldwide and works to promote visibility and provide education on issues important to ending global poverty. This education includes hosting conferences, trainings, briefings, community outreach and study tours on gender, food security and health.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$3,147 for int'l business airfare \$625 pp for chartered flight	1 day room in Kampala - \$250 3 nights Lake Victoria/Kampala - \$750 1 night Arua - \$69 TOTAL: \$1,069	4 days in Kampala at \$90 per day 1 day outside of Kampala at \$43 per day TOTAL: \$403	Interpreters - \$83 Security - \$888 Insurance - \$81 Visa - \$150 TOTAL: \$1,202
<input type="checkbox"/> Actual Amounts	Vehicles \$542 pp TOTAL: \$4,855			

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip was arranged specifically with regard to Congressional participation.

18. Reason for selecting the location of the event or trip

The U.S. government is an important development partner in promoting stability and food and nutrition security in Uganda and throughout the region.

19. Name and location of hotel or other lodging facility:

Serena Hotel - Kampala, Uganda (day room);

Lake Victoria Serena Golf Resort & Spa - Kampala, Uganda; and Golden Courts Hotel - Arua, Uganda.

20. Reason(s) for selecting hotel or other lodging facility:

The hotels above offer western accommodations with ample security for the trip's activities.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The U.S. government per diem rate for lodging in Kampala is \$250/night and \$69/night outside of Kampala.

The U.S. Government per diem rates for meals in Kampala is \$90/day and \$43/day outside of Kampala.

Our lodging and meal rates in Kampala and outside of Kampala are at or below USG per diem rates.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Staffers will fly economy class to and from Uganda. The delegation will fly on a chartered plane for travel in Uganda. See addendum B for flight details.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

No entertainment will be provided on this trip.

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Eric Johnson, Secretary and General Counsel

Name of Organization: CARE

Address: 1899 L Street, NW, Washington, DC 20036

Telephone Number: 404-979-9410

Fax Number: 202-296-8695

E-mail Address: Eric.Johnson@care.org

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AGENDA: CARE Learning Tour to Uganda, August 10 – 16, 2019**Saturday, August 10****Travel Day**

10:55am Depart U.S. for Kampala, Uganda (EK #232)

Sunday, August 11**Entebbe, Uganda**

1:50pm Delegation arrives in Entebbe, Uganda (EK #729)

2:30-3:00pm Transfer to hotel

3:00-5:00pm Downtime at hotel

5:00-6:30pm Welcome Briefing to provide an overview of trip and introduce CARE staff and delegates to one another

6:45-8:15pm Scene-Setter Dinner Briefing with INGO experts to gain social, political and historical context for stability-building and refugee integration as well as food and economic security in Uganda

Overnight: Lake Victoria Serena Golf Resort & Spa – Kampala, Uganda

Monday, August 12**Kampala, Uganda**

Breakfast on own

9:00-10:00am Transfer to site 1

10:00-11:45am Site Visit 1: Tour Refuge and Hope International Center to learn about services for urban refugees and discuss regional patterns of refugee movement and instability

11:45-12:15pm Transfer to lunch

12:15-1:45pm Lunch Briefing with the U.S. Mission to understand the U.S. government's priorities and development investments in Uganda, particularly related to food and nutrition security, stability building and refugee support

1:45-2:15pm Transfer to Kampala Serena Hotel

2:15-3:15pm Downtime to shower and change

3:15-3:45pm Transfer to meeting

3:45-5:00pm Meeting with the President of Uganda (requested) to learn about the development priorities of the Ugandan government, particularly with regard to support for refugee populations and promoting food and nutrition security throughout the country

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| 5:00-5:30pm | Transfer to U.S. Ambassador Reception |
| 5:30-7:00pm | <u>Reception with U.S. Ambassador, local government and NGO leaders</u> to hear from a wide array of partners, implementers, and donors on the challenges and successes related to food and nutrition security, refugee response, building stability, and development assistance in Uganda |
| 7:00-8:00pm | Transfer to hotel |

Overnight: Lake Victoria Serena Golf Resort & Spa – Kampala, Uganda

Tuesday, August 13

Yumbe District, Uganda

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|---------------|---|
| 7:00-7:30am | Transfer to airport |
| 7:30-9:00am | <u>Plane Discussion</u> on the history and demographics of Bidibidi refugee settlement as well as the challenges and tensions within the settlement among ethnic groups and between the refugee population and host communities
<i>Note: Transfer from Kampala to Moyo; Breakfast provided on airplane</i> |
| 9:00-11:00am | Transfer to Bidibidi refugee settlement |
| 11:00-11:30am | <u>Meeting at Basecamp</u> to receive an overview of Bidibidi refugee settlement from local government officials and UNHCR |
| 11:30-11:45am | Transfer to site visit 1 |
| 11:45-1:15pm | <u>Site Visit 1: Visit Women, Adolescents, and Youth (WAY) program</u> to learn about how gender-based violence services, savings and loans groups and a mentorship program are integrated to ensure a comprehensive response to the needs of women and girl refugees |
| 1:15-1:45pm | Transfer to site visit 2
<i>Note: Lunch provided in vehicles</i> |
| 1:45-2:45pm | <u>Site Visit 2: Visit Integrated Nutrition program</u> to learn about a growth monitoring model that evaluates and intervenes with children ages 0-5 suffering from malnutrition and stunting serving both refugees and host communities thereby building cohesion and stability between the two |
| 2:45-3:00pm | Transfer to site visit 3 |
| 3:00-4:00pm | <u>Site Visit 3: Visit Adult Literacy Project</u> to observe community outreach and empowerment activities building cohesion and peace among conflicting refugee populations in the settlement |
| 4:00-5:30pm | Transfer to Moyo |

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5:30-6:00pm	Plane transfer from Moyo to Arua
6:00-6:30pm	Transfer to hotel
6:30-7:30pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on how the unique refugee response model in Uganda has allowed the country to absorb more than a million refugees and maintain stability

Overnight: Golden Courts Hotel - Arua, Uganda

Wednesday, August 14

Arua, Uganda

Breakfast on own

8:00-9:30am	Transfer to site visit 1
9:30-9:45am	<u>Meeting at Basecamp</u> to receive an overview of Lobule refugee settlement from local government officials and UNHCR
9:45-11:15am	<u>Site Visit 1: Visit Cash Assistance Distribution and Market Development project</u> to observe a distribution, learn about different modalities of food assistance, and understand how cash assistance impacts local markets and builds stability between refugee and host populations
11:15-12:45pm	Transfer to lunch
12:45-1:45pm	<u>Lunch with Youth Leadership for Agriculture program participants</u> to discuss the intersection of strengthening agricultural value chains, economically empowering youth, and building stable communities in Uganda
1:45-2:30pm	Transfer to site visit 2
2:30-3:30pm	<u>Site Visit 2: Visit Coffee AHCA program</u> to visit a farmer field school and learn about how training increases farmer yields and builds economic stability and stronger nutrition outcomes for Ugandans
3:30-4:30pm	Transfer to Arua
4:30-6:00pm	<u>Plane briefing</u> on the impact of climate variability and shocks on short and long-term food security and nutrition outcomes in Uganda and throughout the region, particularly for small-scale farmers and refugee populations <i>Note: Transfer from Arua to Kampala</i>
6:00-6:30pm	Transfer to hotel
6:30-8:00pm	<u>Dinner Debrief</u> to reflect on the discussion and site visits from the day, particularly on ways to promote economic inclusion and stronger livelihoods for small-scale farmers and refugee populations

Overnight: Lake Victoria Golf Resort and Spa – Kampala, Uganda

CARE

Thursday, August 15

Kampala, Uganda – Travel Day

10:30-12:00pm	<u>Closing Brunch</u> to reflect on the trip and discuss the issues explored on the trip, including U.S. investments in food and nutrition security, peacebuilding and development
12:00-1:45pm	Downtime for packing
1:45-2:30pm	Transfer to airport
4:20pm	Delegation departs for U.S. (EK #730)

Friday, August 16

Travel Day

8:40am	Delegation lands in Washington, DC (EK #231)
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- Sen. Mazie Hirono
- Sen. Cindy Hyde-Smith
- Sen. Joni Ernst
- Sen. Patty Murray
- Sen. Deb Fischer
- Margaret Dougherty, professional staff member on the Senate Committee on Foreign Relations
- Heather Flynn, senior professional staff member for the Senate Committee on Foreign Relations
- Thomas Mancinelli, National Security Adviser, Senator Chris Coons
- Michael Callesen, professional staffer, Senate Foreign Relations Committee



CARE USA
1899 L St NW
Suite 500
Washington, DC 20036
USA
www.care.org

July 1, 2019

Mr. Michael Callesen
Senate Foreign Relations Committee
423 Dirksen Senate Office Building
Washington, DC 20510

Dear Mr. Callesen:

I'd like to invite you to join me on CARE's next Learning Tour to Uganda to examine the role of U.S. foreign assistance in combating poverty and food insecurity and building stable and resilient communities in the region. This trip will take place the week of August 11, 2019 during the congressional recess period (exact dates to be determined based on availability) and will include other members of Congress, each accompanied by a member of their family or staff, as well as key leaders from the Administration, corporate sector, and technical experts.

On your journey, you'll visit program sites and meet with beneficiaries in Uganda to see firsthand how critical U.S. investments are building stability. Uganda is a geopolitically important central African country whose development bears significant implications for the region. The country grapples with weak development indicators and a contracting economy with high rates of youth unemployment, a major concern for the stability of the country given nearly 49 percent of the population is under the age of 15. Almost one in five Ugandans remain trapped in chronic poverty and a third of all children under five are too short for their age, a symptom of chronic food insecurity and malnutrition. Empowering small-holder farmers and particularly women as decision-makers is crucial to expanding Uganda's economy and reducing poverty, as almost 75 percent of Ugandans work in agriculture. Uganda has become home to the largest population of refugees and asylum-seekers on the African continent, to which 1.3 million people – mostly women and children – have fled in search of safety from regional conflict and political violence from countries like South Sudan, the Democratic Republic of the Congo, and Burundi.

Travel on this CARE Learning Tour will take you off the beaten path to spend genuine time in these communities. CARE Learning Tours highly prioritize time in the field, visiting program sites that allow you to meet with some of the most vulnerable beneficiaries of foreign assistance and to understand the impact of innovative programming supported by U.S. investments. We have over 10 years of experience implementing Congressional education trips, and CARE along with our partners have been working in many of the communities you will visit for decades, allowing us and other program implementers to bring delegations to uniquely remote areas. Through this experience, you will have a chance to understand both the successes as well as the challenges facing Uganda and the region, often articulated directly by the program participants themselves.

The United States is an active and critical partner in addressing food security and stability challenges. U.S. investments in humanitarian assistance, food and nutrition security and women's empowerment in Uganda are having a sustainable impact at the national, regional, and global levels. This Learning Tour will be a unique opportunity to explore these issues firsthand and return to Capitol Hill with a deeper understanding of how U.S. foreign assistance is helping to bolster communities, while also building a more stable and prosperous world for us all.

To allow enough time for planning, we appreciate a response indicating your interest in joining by Friday, July 5, 2019. We have asked Marielle Thete to provide further details on the trip and answer any questions you may have. You can reach her directly at Marielle.Thete@care.org or (202)779-6847.

Thank you for considering this opportunity.

Sincerely,

Michelle Nunn
President and CEO, CARE USA

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

ETHIC JUL11 19PM 5:56

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Michael Callesen

Employing Office/Committee: Senate Foreign Relations Committee

Private Sponsor(s) (list all): The Bill & Melinda Gates Foundation and Humanity United

Travel date(s): August 10 - August 16

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Kampala, Uganda and West Nile, Uganda

Explain how this trip is specifically connected to the traveler's official or representational duties:

As a Senate Foreign Relations Committee staffer who works on the foreign assistance and global health portfolios for the committee, this trip will give me an opportunity to see where and how U.S. foreign assistance are spent in a developing country. This is an opportunity to exercise congressional oversight of how past and current U.S. funds are being spent and to learn how future funds could be directed more efficiently by Congress.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

07/11/2019
(Date)

Michael Callesen
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

James E. Risch hereby authorize Michael Callesen
(Print Senator's/Officer's Name) (Print Traveler's Name)

I am employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☒

07/11/2019
(Date)

James E. Risch
(Signature of Supervising Senator/Officer)

Callesen, Michael (Foreign Relations)

From: Marielle Thete <Marielle.thete@care.org>
Sent: Thursday, July 11, 2019 3:01 PM
To: Callesen, Michael (Foreign Relations)
Cc: Condon, Joan (Foreign Relations); Carolina Echeverri
Subject: CARE Learning Tour to Uganda - Ethics Packet
Attachments: Michael Callesen_Senate Ethics Paperwork - Uganda_FINAL.pdf

Importance: High

Michael—

Thank you so much for your patience! We are pleased to invite you to join this Learning Tour to Uganda from August 10th - August 16th (including travel)! Please find attached your ethics packet **due to the Committee by COB today**.

I have copied my colleague Carolina who handles all things related to travel along with pre/post trip delegation engagement so she'll work with you to identify flights, share all preparation requirements such as immunization, among other things.

Please don't hesitate to reach out with any questions! I'll be in touch as well.

Thanks again.

Marielle Thete | CARE USA | Program Manager, Learning Tours
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email: Marielle.Thete@care.org



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